



VACANCY ANNOUNCEMENT AMERICAN EMBASSY, ABIDJAN COTE D'IVOIRE

ANNOUNCEMENT NUMBER: 07-13

OPEN TO: All Interested candidates/All Sources

POSITION: Field Mission Support Officer (Open Source Center - OSC); LHS-7, or LHS-8 with significant relevant experience

OPENING DATE: FEBRUARY 13, 2013
CLOSING DATE: FEBRUARY 26, 2013

WORK HOURS: Full-time, 40 hours/week

SALARY: *Not-Ordinarily Resident: FP-7* or FP-6*

*Ordinarily Resident: LHS-7, or LHS-8 with significant relevant experience

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Abidjan is seeking an individual to fill the position of Field Mission Support Officer (FMSO) at the Open Source Center (OSC) in Abidjan.

BASIC FUNCTION OF POSITION

The Open Source Center (OSC) in Abidjan is seeking a creative and skillful individual who can perform major support duties related to finance, human resources, logistics and independent contractor management. The incumbent will work in a team with two other FMSOs and will be provided training for all required tasks. He/she processes transactions to support financial, accounting, and budget processes. He/she processes data to support human resource functions in accordance with local law and prevailing practice, applicable State Department employment policies, and organizational policies and regulations. Incumbent also obtains products, equipment and services to support OSC work activities. He/she administers, processes, and keeps records on independent contractor (IC) and industrial contractor contracts. Handles administrative and other duties as assigned within the scope of the occupation.

A copy of the complete position description listing all duties and responsibilities is available at: <http://abidjan.usembassy.gov/pds.html>.

Important Notice:

Interested applicants for this position MUST submit the following, or the application will not be considered:

1. ***Application for U.S. Federal Employment (DS-174) completed in English; or a current resume/CV in English that provides the same information found on the UAE (see Appendix B) and;***
2. ***A type-written and signed application cover letter specifically applying for this position and addressing the minimum requirements as advertised and;***
3. ***Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.***

To view the new form (English and French versions) as well as the instructions for completing it, please click on the following link:

http://abidjan.usembassy.gov/how_to_apply2.html

When submitting your application via email, please always start the subject line with the Vacancy Announcement's number followed by the position title.

E.g.: VA No. 07-13; Field Mission Support Officer-FMSO; OSC.

QUALIFICATIONS REQUIRED

All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Successful completion of Brevet de Technicien Supérieur (BTS) in administrative, accounting/finance/logistics or a related field is required.
2. Minimum of Two (2) years support experience in US government Human Resources, Administration, or Financial Management field is required.
3. English Level IV (Fluency) speaking/reading/writing and French Level III (Good working knowledge) speaking/reading/writing are required. ***Language Proficiency will be tested.***
4. Ability to exercise good judgment, initiative and diplomacy as well as ability to work under pressure meeting specific deadlines are also required.
5. Excellent interpersonal skills with the ability to communicate and co-ordinate with Embassy and OSC officials at all levels are required.
6. Excellent IT skills to include a sound knowledge of MS Word and Excel are also required. ***This will be tested.***

This is a renewable, fixed term contract with career opportunities, competitive salary and benefits package, including paid holidays and a subsidized private health plan.

SUBMIT APPLICATION TO

The Human Resources Office
Attention: Recruitment Section
American Embassy, Abidjan
01 B.P. 1712 Abidjan 01
Cote d'Ivoire

Fax: (225) 22-49-41-02 or via email to: AbidjanHR@state.gov

POINT OF CONTACT

The Human Resources Office
Telephone: 22-49-40-00
Fax: (225) 22-49-41-02

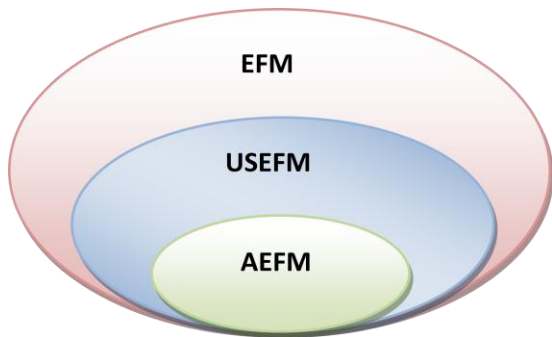
CLOSING DATE FOR THIS POSITION: FEBRUARY 26, 2013

The U.S. Mission in Abidjan provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Appendix A

DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S.-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. Eligible Family Member (EFM): An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. U.S. Citizen Eligible Family Member (USEFM): For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. Appointment Eligible Family Member (AEFM): EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and

Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and

Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and

Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.

Does not receive a Foreign Service or Civil Service annuity

4. Member of Household (MOH): An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

5. Not Ordinarily Resident (NOR) – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. Ordinarily Resident (OR) – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (*Yes or No*; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (*Yes or No*)
- J. Special Accommodations the Mission needs to provide (*Yes or No*; if yes, provide explanation)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References